



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

**EXAMINATION PROCTOR
INTERMITTENT BACK-UP
\$10.92 - \$11.34/HR
PRODUCER LICENSING BUREAU
SAN FRANCISCO**

RESPONSIBILITIES:

Under the direct supervision of the Staff Services Manager I, the Back-up Examination Proctor performs a variety of duties regarding the administration of the insurance licensing computer-based examinations. The Back-up Examination Proctor is on standby, and must be able to report to the examination site upon short notice to assist the full time Examination Proctor, or in the absence of the full time Examination Proctor, independently perform the following duties: verify examinee identification; determine if fingerprints are required; record examination results; provide computer printouts of graded examinations; maintain the highest level of security at the examination facility and of examination material; monitor the examination to prevent dishonesty and collusion between examinees; prepare reports of incidents that occur during examinations; and other duties as assigned. The Back-up Examination Proctor typically works an average of 200 to 250 hours per year (approximately 16 to 20 hours per month).

DESIRABLE QUALIFICATIONS:

Good computer skills, good interpersonal skills and the ability to meet and interact effectively with the public, good verbal and written communication skills, the ability to work independently, exercise good judgment, perform in a professional manner, and be dependable and punctual.

WHO MAY APPLY:

Applications will be accepted from individuals who have had at least 25 assignments with the State Personnel Board or a similar agency in the administration of tests; or, individuals with one year of teaching experience; or, individuals with one year of experience in directing adults in group activities. (Graduation from a recognized college or university may be substituted for the required experience.) All applications will be considered; however, only the most qualified candidates will be interviewed.

APPLICATION PROCEDURE:

Send a completed standard State of California application to Ida Amaro, Department of Insurance, 320 Capitol Mall, Sacramento, CA 95814. **Please indicate "Examination Proctor Back-up #245-1854-901" on the State application.** For additional information, please call (916) 492-3005.

FINAL FILING DATE: June 15, 2007

NOTE: Interested individuals must submit applications in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD